中原大學心理系心理測驗借用規則
Rules for Borrowing Psychological Tests from the Department of Psychology, Chung Yuan Christian University

一、 心理測驗

1. Psychological Tests

1、目　　的：配合系上教學研究，讓學生練習和瞭解各式心理測驗的使用方式。

1. Purpose: To support teaching and research in the department, allowing students to practice and understand the usage of various psychological tests.

2、借用規則：

2. Borrowing Rules:

(1) 為了避免測驗濫用，所以借測驗前必須經由系上專任任課老師或指導教授同意簽

　　名後，方可借用。

(1) To prevent misuse of tests, borrowing must be approved with the signature of a full-time faculty member or supervising professor before the test can be borrowed.

(2) 借用方式：一律透過本系心理測驗借閱系統(http://psy.cycu.edu.tw/psytest/)進行線

　　上預約，並列印預約單於指定開放時間至測驗室(724)辦理。

(2) Borrowing Method: All borrowing must be done through the department's psychological test borrowing system (http://psy.cycu.edu.tw/psytest/) for online reservations, and a reservation form must be printed and brought to the testing room (Room 724) during designated open hours.

(3) 借用種類/時間：<針對借用人>

　①大學生：最多3種測驗，借用時間以二週為限，若無人預約可續借一次，歸還
　　　後方可再借用其他測驗。

　②研究生：最多5種測驗，借用時間以一個月為限，若無人預約可續借一次，歸
　　　還後方可再借用其他測驗。

　③教 師：不限，借用時間以三個月為限，若無人預約可續借一次，歸還後方可
　　　再借用其他測驗。

(3) Types/Duration of Borrowing: <For Borrowers>

i. Undergraduate Students: Up to 3 types of tests, borrowing period limited to two weeks. If no one else has reserved, one extension is allowed; after returning, other tests can be borrowed.

ii. Graduate Students: Up to 5 types of tests, borrowing period limited to one month. If no one else has reserved, one extension is allowed; after returning, other tests can be borrowed.

iii. Faculty: No limit on the number of tests, borrowing period limited to three months. If no one else has reserved, one extension is allowed; after returning, other tests can be borrowed.

(4) 歸還方式：需由專任助教確認借用人資料、檢查測驗是否有遺漏損毀、是否有逾期及罰款。

(4) Return Method: Must be confirmed by a full-time teaching assistant who will check the borrower's information, inspect the tests for any missing or damaged items, and verify if there are any overdue items and fines.

(5) 罰　　則：逾期每日罰新台幣20元（含例假日），逾期七日未還，三個月內不得再借。

(5) Penalties: A fine of NT$20 per day for overdue items (including holidays). If not returned within seven days, borrowing privileges will be suspended for three months.

(6) 注意事項：

①若遇學校盤點，必須配合於規定期限內歸還，未還者視同逾期。

②若因課程需要而召回測驗，請借用人於收到通知後三日內歸還，未還者視同逾期。

③請使用者使用前確認測驗有無損毀後簽章。

④使用者要負責保管及賠償測驗器材，若遇損毀或遺漏，將由使用者負完全賠償責任。

⑤逾期不歸還者，畢業時將無法辦理離校手續。

⑥原則上不能外借的測驗：所有的智力測驗及投射測驗等，僅供在系上借閱及操作，當天借當天還；研究生不受此限。

(6) Important Notes:

i. If a school inventory is conducted, tests must be returned within the specified period; failure to return will be considered overdue.

ii. If tests are recalled due to course needs, borrowers must return them within three days of notification; failure to return will be considered overdue.

iii. Users must confirm that tests are undamaged before signing for them.

iv. Users are responsible for the care and compensation for testing materials; if damaged or lost, the user will bear full compensation responsibility.

v. Those who do not return items on time will not be able to complete graduation procedures.

vi. Tests that generally cannot be borrowed externally: All intelligence tests and projective tests, which are only available for in-department borrowing and operation, must be returned on the same day; this restriction does not apply to graduate students.

二、 軟體

2. Software

全部由系上控管，將所有需要的軟體灌至系電腦室之電腦，學生統一在系上使用，以確保軟體的智慧財產之保護與不必要的濫用。

All software is managed by the department, with all necessary software installed on the computers in the department's computer lab. Students must use the software in the department to ensure the protection of intellectual property and prevent unnecessary misuse.

三、 模型

3. Models

原則上不能外借，僅供在系上借閱及操作，當天借當天還。

Generally, models cannot be borrowed externally and are only available for in-department borrowing and operation, with the requirement that they be returned on the same day.